



## **COMMUNITY EVENT APPLICATION** **and Temporary Entertainment District Application**

Applications and applicable fees must be submitted to:

**Division of Arts & Cultural Services | 225 West Douglas | Wichita, KS 67202**

**(W) 316-303-8630 (F) 316-858-7960 [csclark@wichita.gov](mailto:csclark@wichita.gov)**

### **Completion of a Community Event Application is required when the following conditions apply:**

*The City of Wichita defines a Community Event as follows:*

- Outdoor event on public and/or private property
- Attendance in excess of 100 persons on public property and/or 250 persons on private or park property.  
*Excludes invitation only events taking place on private property.*
- Involves a particular purpose and time.
- **If Alcoholic Liquor or Cereal Malt Beverage is to be served or sold at an event, all portions of this application necessary to either establish a Temporary Entertainment District (for alcoholic liquor) or to obtain written City Council approval (for CMB) MUST be completed.**

**Any or all conditions below may apply to a Community Event:** Some conditions may require a separate permit, which might include City Council approval. The Community Event Ordinance 3.11, Municipal Codes and Licensing applications can be accessed from [www.wichita.gov](http://www.wichita.gov) under the Business tab or by request to the Community Event Coordinator.

### **General Information:**

The City of Wichita may refuse any application received less than 45 days before the event or lacking requested information. Applications received less than 30 days, but more than 10 business days prior to the proposed event will be assessed additional fees. **NO application will be accepted LESS THAN 10 business days prior to the proposed event.** Any information required by the application must be complete upon submittal. Incomplete applications may be denied. When received, an application is subject to approval of all departments involved and will be required to provide the following:

- Application filing fee (\$25) made payable to City of Wichita.
- Licensing fee (varies) made payable to the City of Wichita.
- Street closure request (\$25.00 *if applicable*) made payable to the City of Wichita.
- Certificate of Liability Insurance naming the City of Wichita as additionally insured.
- Site plan defining the placement of alcohol point of sale, barricade locations, exit location, trash, restrooms, signage, etc.
- Security requirements including hiring of certified law enforcement officers.
- Vendor list including contact person and contact information.

**Application Date:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Event Date(s)/Time:** \_\_\_\_\_



**Event Address for Permit:** \_\_\_\_\_

**Property** (*Circle all that apply*):      **Public**      **Park**      **Private**

**Event Promoter Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Mobile:**(\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Will Alcoholic Liquor or CMB be sold and/or served?** (*Circle one*): **Yes**   *or*   **No**

**Onsite Alcohol Supervisor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Mobile:** (\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Will food be sold and/or served?** (*Circle One*): **Yes**   *or*   **No**

**Food Coordinator Name:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Mobile:** (\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_



**Type of Event** (*Circle all that apply*):

**Animal Exhibition   Carnival   Circus   Concert   Dance   Fireworks   Live Entertainment   Parade**

**Temporary Amusement Rides   Walk/Run/Marathon   Street Closure**

**Other** \_\_\_\_\_

**Attendance** (*circle one*): **Public**   or   **Private/Invitation Only**

**Estimated Attendance:** \_\_\_\_\_

**Number of participants in previous years:** \_\_\_\_\_  
(*If applicable*)

**Will admission be charged?** \_\_\_\_\_  
(*If yes, what amount?*)

**Is this event a fundraiser?** \_\_\_\_\_  
(*If yes, for what organization?*)

**Street Closure Requested?** (*Circle One*): **Yes**   or   **No**

**Date(s)/Time/Location of Street Closures** (*or attached information*):

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**Description, Website and/or Facebook Page of Event** *(or attached flier):*

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I, \_\_\_\_\_, the above named applicant, do solemnly swear that I have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Wichita. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Wichita and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

\_\_\_\_\_  
Signature of Event Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Event

\_\_\_\_\_  
City of Wichita Representative

\_\_\_\_\_  
Date



**Requirements:** Based on the event factors, the city's regulation formula will determine the need and number of certified law enforcement officers required for street closures. The event sponsor and/or applicant is responsible for all cost associated with the event.

- Number of participants
- Number of past participants
- Use of alcohol
- Time and duration
- Location
- Number and specific streets requested for closure

**Sale and/or Consumption of Alcoholic Liquor or CMB:** A CMB license (allowing sale and/or consumption of CMB) or a \*\*Temporary Permit (allowing the sale and/or consumption of Alcoholic Liquor) **MUST** be approved by the City Council.

**Permit specifications include:**

- No more than 3 consecutive days.
- No more than 4 events annually to the same applicant.
- No sales between the hours of midnight and 6:00 a.m. for CMB.
- No sales between the hours of 2:00 a.m. and 9:00 a.m. for Alcoholic Liquor.
- No sales or consumption of Alcoholic Liquor or CMB upon public streets or rights-of-way unless approved by the City Council pursuant to the establishment of a Temporary Entertainment District (TED) as defined in Section 3.11.010(h) of the City Code. Streets must be closed to vehicular traffic.
- Specific area designated for point of sale of CMB or Alcoholic Liquor must be defined on a site plan.
- **Applicant Must comply with all provisions of Section 3.11.065 of the City Code for sale of BOTH CMB and Alcoholic liquor**
- **Sale of CMB, must also comply with Section 4.12.215 of the City Code regarding lighting and fencing of outdoor areas**

**\*\* Sale of Alcoholic Liquor is allowed ONLY when a Temporary Permit has been issued by the State of Kansas Division of Alcoholic Beverage Control (ABC) AND the City of Wichita. A copy of BOTH permits shall be posted along with the site plan at the event and shall be available for inspection upon request by any law enforcement officer or any officer or agent of the ABC Division Director. Sale and consumption of Alcoholic Liquor may be handled by a licensed Caterer in some situations, such as events on private property or upon public property that has been exempted pursuant to Section 4.04.045 of the City code, and which does NOT include city streets, sidewalks or alleys.**

**Sale and/or consumption of Alcoholic Liquor upon public streets and sidewalks is allowed ONLY when a Temporary Permit has been issued by the State of Kansas Division of Alcoholic Beverage Control AND the City of Wichita, AND when a TEMPORARY ENTERTAINMENT DISTRICT (TED) designation has been approved by the City Council. Alcoholic Liquor may NOT be sold on the premises of a TED by a Caterer.**